

User Manual

For

**Discipline, Crime, and
Violence**

**Web Submission Data
Collection Application**

2004-2005

Discipline, Crime and Violence (DCV) web submission data collection application will allow division and school level data entry. Users will log into the Single Sign-on Web Site (SSWS) and enter DCV data for their respective division or school. The existing file submission method will be available to division level users that choose to extract discipline data from their division's student information system. The second method of collecting data with this system is a manual entry method with screens that allow data entry directly into the Department of Education's (DOE) database.

The finalization of this process will not change. The ownership of the data does not become final until the end of the school year. This finalization process results in the verification report that will be due September 2005. None of the data that is being entered throughout the school year will be used or accessed by DOE until the final verification report is signed by the superintendent. However, any Category I incidents that occur will need to be reported to the Department of Education within ten days of the incident. Please refer to SUPTS MEMO NO. 51, September 24, 2004.

The division's account manager will give users logins and passwords and appropriate access to the application. Users will log into the SSWS application and select "Student Discipline" to enter DCV data.

Division file submission method

The file submission method will follow the same file format as previously used (See User Guide for format). This file submission may be performed periodically according to the desires of the division. It is suggested that periodic extractions from the division's data base collection system be made and submitted through the SSWS process to DOE so that a checks and balance method may allow "cleaner" data. If periodic submissions are made through the new data collection system, a reporting process is available to each school within a division. The ownership of these reports belongs to the divisions, not DOE. Each school may view its data for the purpose of evaluating its entries as to its accuracy. **If any changes need to be made, they must be made in the division's data collection system not in DOE's.** It is important for the corrections be made within the division's data collection system so that if periodic extractions are made from the division's data collection system and submitted to DOE's web collection system, one file will overwrite the other.

Manual data entry method to DOE's Web submission data collection system

The manual data entry method involves a newly designed web collection system that allows each division or school to enter data daily per incident. The manual data entry method **cannot** be mixed with the file submission method. One file will overwrite any data that is manually entered. The manual data entry method can be used at either the division level or the school level. There are reporting abilities at both levels.

Different years of data

Within DOE's web collection system it is possible to view data from previous school years. However, it is not possible to edit data within the existing school year.

Manual Data Entry Method To DOE's Web Submission Data Collection System

Login to the SSWS system

There are two levels of access—school level and division level. The levels of access will depend upon the user's rights allocated by the division's account manager.

Opening Screen for each type of user

All users have to select the school year they are working with on the home page:

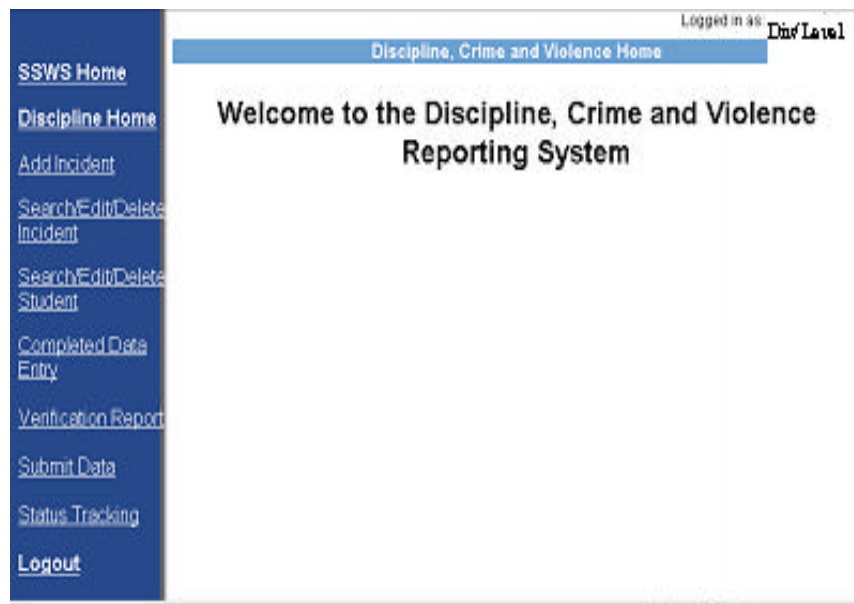
The screenshot shows the home page of the Discipline, Crime and Violence Reporting System. On the left is a blue navigation bar with a torch icon and links: [SSWS Home](#), [Discipline Home](#), and [Logout](#). The main content area has a header with "020 - CHARLOTTE CO PBLC SCHS" and the Virginia Department of Education logo. It says "Logged in as: Carolyn Baker". Below this is a blue bar with "Discipline, Crime and Violence Home". The main heading is "Welcome to the Discipline, Crime and Violence Reporting System". Below this is a message: "Please Enter the School Year you want to work with. This will be constant through out the application. You can navigate through the application using the links on the left navigation bar." There is a "School Year:" label, a dropdown menu showing "2004-2005", and a "Select" button. A note at the bottom says: "Note: All previous years Data are in read only mode."

The Two User Levels:

- School user level – school level users can only enter data for their respective school and will see the following home page. Please note that the links offered for each level of user is different.

The screenshot shows the home page of the Discipline, Crime and Violence Reporting System for a school-level user. The left navigation bar has links: [SSWS Home](#), [Discipline Home](#), [Add Incident](#), [Search/Edit/Delete Incident](#), [Search/Edit/Delete Student](#), [School Report](#), and [Logout](#). The main content area has a header with "046 - ISLE OF WIGHT CO PBLC SCHS" and "40 - SMITHFIELD HIGH". It says "Current School Year: 2004" and "Logged in as: SchoolLevel". Below this is a blue bar with "Discipline, Crime and Violence Home". The main heading is "Welcome to the Discipline, Crime and Violence Reporting System".

- Division user level – division level users can enter data for their respective division and will see the following home page. Please note that the links offered for each level of user is different.



Add Incident Link

At the **Add Incident** screen, the user is able to add an incident for the selected school year. For each incident, the user may enter up to five offense codes.

- **Add More Offenses** will allow user to enter up to five offense codes for the incident.
- **Back** button will take user to home page.
- **Reset** Clear all the changes in the current form.
- **Select/Add Student** will take user to add or select student to link to incident.

Search/Edit/Delete Incident Link

At the **Search/Edit/Delete Incident** link the user is able to search all existing incidents. A list of all existing incidents will appear and the user may edit or delete them.

Searching for an incident will bring up a list of all existing incidents with the ability to **edit** them or **delete** them.

Reg. Div.	Incident Code	Inc. Date	Inc. Div.	Inc. Sch.	Off. 1	Off. 2	Off. 3	Off. 4	Off. 5	Edit	Delete
20	4610000039	09/12/2004	20	210	OT1						
20	4610000047	09/15/2004	20	210	OT1						
20	4610000048	09/15/2004	20	210	FA2						
20	4610000066	09/16/2004	20	210	FA2						

Edit Incident will allow the user to modify or add any incident information such as offenses, sanctions, incident date, victim count, confiscated firearms or non-weapons, or time of incident. The user may add up to five offenses by clicking the **Add More Offenses** button, and a new drop down window will appear so the user may choose the offense.

You may also view any student(s) attached to a specific incident. If you edit an incident, the student linked to that incident might have to be modified. The **Edit Image** or the **Delete** buttons allow the user to view the incident linked to the student.

Student Id	Enrolled School	Edit	Delete
ABC123	210 - CENTRAL MIDDLE		

Incident Linked to Student Offender

If the user clicks on the **Edit Image**, the student offender for that incident opens to view or modify. Notice, however, if you desire to change any data concerning the student not the incident, the user must go to the **Search/Edit/Delete Student** link. You can add student offenders to a specific incident at the **Search/Edit/Delete Incident** link provided the student has been added to the student database. You can delete a student offender from an incident.

Logged in as

Edit/Add Student Linked to Incident

Inc. Code: 4610000039 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Click on the "Save" image to save your changes for the selected student or click on the "Back" button to return to the search results screen. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 1

Student Id	Enrolled School	Edit	Delete
ABC123	210 - CENTRAL MIDDLE		

Student: ABC123 School: 210 - CENTRAL MIDDLE
DOB: 03/ Gender: M Race: BLACK Grade: 08 Disability Code: MR

Primary Offense: OT1 Select Offense 2 Select Offense 3

Final Sanction Code: 2 - SHORT-TERM SUSPENSION (OUT OF SCHOOL) Days Suspended/Expelled: 1

Alternate Placement: Yes: No: Permanent Expulsion: Yes: No:

Back Reset Add Student to Incident Save

Notice that once you have clicked **Edit Image** connected to the student the incident data opens. The incident data may be edited at this point. The total number of offense codes that the user may attach to the student has been reduced to three with the first offense being the **primary offense**. All five offense codes are listed but only three may be selected and linked to a student.

Address: https://eb02.vak12ed.edu/discipline/student.do

Change Division

Discipline Home

Add Incident

Search/Edit/Delete Incident

Search/Edit/Delete Student

Verification Report

Submit Data

Status Tracking

Administration

Maintenance

Reports

Inc. Code: 4610000066 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Click on the "Save" image to save your changes for the selected student or click on the "Back" button to return to the search results screen. This screen will only allow you to modify offenses that you have pre-selected. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 2

Student Id	Enrolled School	Edit	Delete
ABC123	210 - CENTRAL MIDDLE		
DEF123	210 - CENTRAL MIDDLE		

Student: ABC123 School: 210 - CENTRAL MIDDLE
DOB: 12/1 Gender: M Race: BLACK Grade: 08 Disability Code: None

Primary Offense: Select Primary Offense Select Primary Offense
WPF5 BA1 WPF0 AL1 FA2

Offense 2: Select Offense 2 Offense 3: Select Offense 3

Days Suspended/Expelled: 0

Alternate Placement: Yes: No: Permanent Expulsion: Yes: No:

Upon the completion of modifying data, the user should save the changes. A **confirm message** appears stating that the changes have been made. If the user desires to add a student offender, click **Add Student to Incident**.

Address: <https://eb02.wv12ed.edu/discipline/student.do> Google

020 - CHARLOTTE CO PBLC SCHS
Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Edit/Add Student Linked to Incident

Inc. Code: 4610000066 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Student "30840" has been saved successfully.
Total Students found in the Incident = 2

Student Id	Enrolled School	Edit	Delete
ABC123	210 - CENTRAL MIDDLE		
DEF123	210 - CENTRAL MIDDLE		

[Back](#) [Add Student to Incident](#)

When you click **Add Student to Incident**, the **Select/Add Student** screen comes up which allows the user to select the enrolled school and search for a particular student that is within the existing student database. If the student is not in the database, it cannot be added at this link. The user must go to the **Search/Edit/Delete/Incident** link to add a student to the student database before adding it to the incident.

020 - CHARLOTTE CO PBLC SCHS
Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Select/Add Student

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: 4610000066 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Student Type: ☒ Student: ☐ Non Student: ☐ Unknown: ☐

Enrolled Division: 020 - CHARLOTTE CO PBLC SCHS

Enrolled School: [Select](#)

Student Id: Last Name:

[Back](#) [Reset](#) [Search](#) [Add New Student](#)

When the user clicks the **Search** button, all the students that have incidents at a selected enrolled school will appear. If you desire to add one of these students to the **specific incident** that has been chosen, the user needs to click **Select**, and that student's data will appear.

Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Select/Add Student

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: 4610000066 Inc. Division: 020 - CHARLOTTE CO PBLIC SCHS School: 210 - CENTRAL MIDDLE

Student Type: Student: ☒ Non Student: ☐ Unknown: ☐
 Enrolled Division: 020 - CHARLOTTE CO PBLIC SCHS
 Enrolled School: 210 - CENTRAL MIDDLE
 Student Id: Last Name:

Back Reset Search Add New Student

Total Records found = 90

Student Id	Date of Birth	Gender	Race	Grade	Disability Code	Select
ABC111	08/18/1990	M	3 - BLACK	06	OHI	Select
DEF777	05/28/1991	M	3 - BLACK	06	None	Select

After the **Select** button has been selected, the **Add Offense** screen appears for the selected student. The user needs to add the offense codes, final sanction, days, alternative placement and permanent expulsion. Upon completion, click **Next**.

Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Add Offense

Inc. Code: 4610000066 Inc. Division: 020 - CHARLOTTE CO PBLIC SCHS School: 210 - CENTRAL MIDDLE
 Student: ABC111 Enrolled School: 210 - CENTRAL MIDDLE

Please select the offenses for the student involved in the incident.

Primary Offense: Select Primary Offense
 Offense Code 2: Select Offense 2
 Offense Code 3: Select Offense 3
 Final Sanction Code: Select Final Sanction Code
 Days Suspended/Expelled: 0
 Alternative Placement: Yes: ☐ No: ☒
 Permanent Expulsion: Yes: ☐ No: ☒

Back Reset Next

The Screen will return to **Edit/Add Student Linked to Incident** with an additional student added to that particular incident. If at anytime the user desires to delete a student from an incident, the user may use the **Delete** button attached to the student; however, this does not delete the student from the database.

020 - CHARLOTTE CO PBLC SCHS
Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Edit/Add Student Linked to Incident

Inc. Code: 4610000066 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 3

Student Id	Enrolled School	Edit	Delete
ABC1233	210 - CENTRAL MIDDLE		
DEF123	210 - CENTRAL MIDDLE		
ABC444	210 - CENTRAL MIDDLE		

[Back](#) [Add Student to Incident](#)

Adding a Student

The user adds a student to the database by using the **Add Incident** link or **Search/Edit/Delete Incident** link. The steps to follow for adding a student are as follows:

- Click **Add incident** link.
- Fill in all the boxes pertaining to the new incident.
- Click **Add New Student**.

Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Select/Add Student

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: 666666666 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Student Type: Student ☒ Non Student ☐ Unknown ☐

Enrolled Division: 020 - CHARLOTTE CO PBLC SCHS

Enrolled School:

Student Id: Last Name:

[Back](#) [Reset](#) [Search](#) [Add New Student](#)

- Fill in the student information boxes.
- Click **Add Offense Info**.

020 - CHARLOTTE CO PBLC SCHS
Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Student Information

Inc. Code: 66666666	Inc. Division: 020 - CHARLOTTE CO PBLC SCHS	School: 210 - CENTRAL MIDDLE
Enrolled School: 210 - CENTRAL MIDDLE		

Please enter the student details. Click on "Add Offense Info" button to add offenses to the student offender.

Student Id: Gender:

Last Name: First Name:

Middle Name: Date of Birth: (MM/DD/YYYY)

Race: Grade:

Disability Code:

- Select the offenses for the student indicated in the incident.
- Click **Next** when complete.

Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Add Offense

Inc. Code: 66666666	Inc. Division: 020 - CHARLOTTE CO PBLC SCHS	School: 210 - CENTRAL MIDDLE
Student: 3333333 - Moore, Carol		
Enrolled School: 210 - CENTRAL MIDDLE		

Please select the offenses for the student involved in the incident.

Primary Offense:

Final Sanction Code:

Days Suspended/Expelled:

Alternative Placement: Yes: ☐ No: ☒

Permanent Expulsion: Yes: ☐ No: ☒

Add Non-Student or Unknown Student

To add a non-student or unknown student to the database follow the following steps:

- Either search for an existing incident by clicking the **Search** button then selecting the correct incident, or click the **Add Incident** Link and add the incident.
- When searching for an incident, click **Edit image**, and the selected incident will appear.

- Click the **Add Select Student** button and all student associated with that incident will appear.
- Click the **Add Student to Incident** button, and **Select/Add Student** screen will appear.
- Select the **Non-Student** or **Unknown** radial button.

- Click the **Add New Student** button and the incident will be linked to the non-student or the unknown student.

Search/Edit/Delete Student Link

The **Search/Edit/Delete Student** link allows the user to view information concerning the student. You may search for information that may already exist in the student database. The user must enter the enrolled school before clicking **Search**.

The search criteria will bring up the students that have been entered in the Student database. Click the **Edit Image** to modify the student data.

Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

Search/Edit/Delete Student

Please enter the Search Criteria.

Please select an enrolled school to search for a specific student.

Enrolled Division: 020 - CHARLOTTE CO PBLC SCHS
Enrolled School: 460 - RANDOLPH HENRY SR. HIGH
Student Id:
Student Last Name: Student First Name:

Back Reset Search

Total Records found = 152

Student Id	Date of Birth	Gender	Race	Grade	Disability Code	Edit
MNE222	11/08/1988	M	3 - BLACK	09	MR	
RJB444	08/08/1987	F	5 - WHITE	11	None	
POL777	03/10/1985	M	3 - BLACK	12	None	

The screen that appears after the user has clicked the edit image will contain the student's profile information. This data may be edited on this screen. When edits are complete, the user may **Save** changes, or the user may **Delete** the student from the database. However if the student is linked to an incident, he/she cannot be deleted until all the incidents linked to the student are deleted. In order to delete the incident linked to the student, the user must go to the **Search/Edit/Delete Incident** link.

020 - CHARLOTTE CO PBLC SCHS
Current School Year: 2004

Virginia Department of Education
Logged in as: Joyce Martin

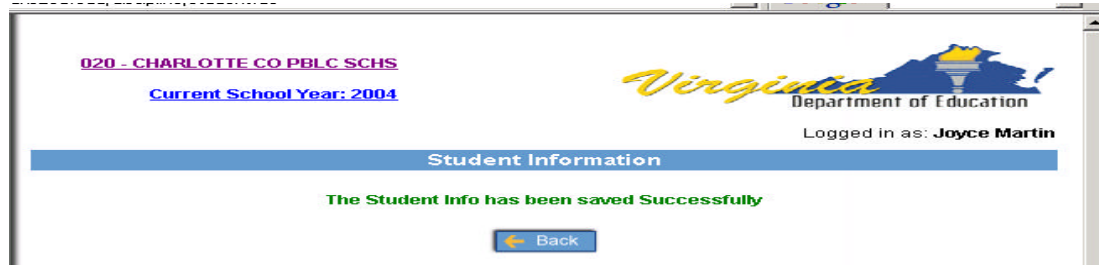
Student Information

You can view/modify the student details from here. Click on "Save" button to save changes. Click on "Delete Student" button to delete the student from the student record.

Student Id: MNE222 Gender: Male
Last Name: First Name:
Middle Name: Date Of Birth: (MM/DD/YYYY) 03/10/1985
Race: 3 - BLACK Grade: 12 - Grade 12
Disability Code: Select Disability Code

Back Reset Save Delete Student

After saving any new edits, the student information will be confirmed with a confirmation message.



Steps to Follow When Entering an Incident from another Division or School

Note: The student's enrolled school will record all incidents regardless of where the incident occurred.

- Enrolled school or enrolled division records data.
- Click **Add Incident** link.
- Type the incident code and date.
- Open the drop menu for the **Incident Division** and highlight the division name.
- Open the drop menu for the corresponding **Incident School**.
- Select the appropriate offense codes.
- If the offense codes require a victim count, non-firearm confiscated or firearm confiscated, fill in the appropriate boxes.
- Select what time the incident took place.
- Click **Add/Select Student**.
- Either add a new student or search for a student.

Steps to Follow When Searching for an Incident

- Click **Search/Edit/Delete Incident** link.
- Click the **Search** button (All incidents will appear or if not data is present it will state No Data Available)
- If data is available, click on the **Edit Image**. (Data associated with the incident will appear except for the student information.)
- Click the **Add Select Student** to find all students linked to that specific incident. (Note: It is possible to have an incident that has not students linked to it.)
- If the user desires to view the student information within the incident click the **Edit Image**.
- In order to edit the student information the user must to the **Search/Edit/Delete Student** link.

Steps to follow for Editing or Searching for a specific Student

- Click the **Search/Edit/Delete Student** link
- Select the enrolled school.
- Click **Search**. (all student within the database will come up.)
- Click the **Edit Image** of the specific student that you desire to edit.

- Make all edits desired and click the **Save** button
- If you desire to delete the student from the database, the user must delete the student linked to the incident first. Second the incidents linked to that specific student must be deleted before deleting the student.

Steps to Follow for Deleting Student Linked to Incident

NOTE: Before the user can delete an incident the student linked to that incident must be deleted.

- Click the link **Search/Edit/Delete Incident**.
- Type in the incident number or click **Search**.
- Click the **Edit Image** of the specific incident.
- If a student is linked to that incident, the user must go to the **Search/Edit/Delete Student** link to delete the student.
- Click the **Add or Search Student** button.
- Click the **Delete Image** that appears with the student ID this will delete the student from the incident but not from the student database.
- Click the **Search/Edit/Delete Incident** link.
- Search for the incident or type in the incident number.
- Click the **Delete Image**.

School Reporting Link

The school reporting link will allow each school within a division to see their data in a spreadsheet layout. This can be a helpful tool to evaluate the “correctness” of the data.

14-OCT-04 11:35 AM		Virginia Department of Education Office of Educational Information Management 2004 - 2005 School Level Discipline / Crime and Violence Data										Page 1 of 1					
023-CRAIG CO PBLC SCHS 0011-CRAIG COUNTY HIGH		FC-Firearms confiscated NFC-Non firearms confiscated G-Gender Gr-Grade Sano-Sanction Days-Number of days suspended															
Student	G.	Gr.	DOB	Race	Disability	Inc. Code	Inc. Date	NFC	FC	Victim	Off1	Off2	Off3	Sanc.	Days	Incident Division	Incident School

Division File Submission Method

Basic Process to follow for file Submission Method

This method will only be done at the division level. No school will be submitting a file of data. This method will involve creating a tab delimited file with a header, record A and a record count at the end of the file. (See format on pages 32-34 of the *User Guide*).

This method may be used as an on-going process of submission up to the final due date in August. A tab delimited file may be submitted every month or every nine weeks. At the very least the file should be submitted every semester. This will allow for checks and balances of all data. All data is entered in the division's data collection system and all data is corrected in the divisions data collection system.

In order for data to be evaluated for errors, each school may be given a user log on and password by the account manager within the division that manages the DOE SSWS system. After the tab delimited file has been submitted by a designated division person and is successful, the schools may be notified and check their individual school's data for accuracy. If any edits are necessary, they **MUST** be made in the division's data collection system NOT DOE's web application. This process may be done every nine weeks or monthly.

Submitting File

- File must be tab delimited format.
- Log on to the SSWS and go to Student Discipline at the division level.
- Select the correct year.

Discipline, Crime and Violence Home

Welcome to the Discipline, Crime and Violence Reporting System

Please Enter the School Year you want to work with. This will be constant through out the application. You can navigate through the application using the links on the left navigation bar.

School Year:

Note: All previous years Data are in read only mode.

- Click the **Submit Data** link.
- Browse for the file and click **Submit**.
- If the file passes this phase, click the **Status Tracking** link.
- If there are any edit check errors, they must be corrected.

[Completed Data Entry](#)

[Verification Report](#)

[Submit Data](#)

[Status Tracking](#)

[Logout](#)

- When the file reads “Successful” or “Warnings-Successful,” the individual schools will be able to generate their report and check for errors.

SMF File Type	Upload Status	File Upload Date
DISCIPLN	Warnings - Successful	08/19/2004 01:47 PM
DISCIPLN	Failed	08/19/2004 01:29 PM
DISCIPLN	Failed	08/19/2004 01:22 PM
DISCIPLN	Successful	09/08/2003 09:06 AM
DISCIPLN	Failed	09/04/2003 01:27 PM

- Unlike previously, clicking on the link “Successful” or “Warnings-Successful” will not generate a verification report with a signature page. Instead it will generate the report with a **notification page** that requests for the user to review the report for accuracy.

October 27 2004 11:28 AM

Virginia Department of Education
Office of Educational Information Management
2004 - 2005 Discipline / Crime and Violence Verification

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TO: [REDACTED]

FROM : Discipline, Crime and Violence Reporting Team

Phone: (804) 225-2986

Fax: (804) 371-8978

SUBJECT : Verification Report - Student Discipline 2004 - 2005

Please review the attached reports for accuracy. This report represent summaries of the Discipline, Crime and Violence data submission at this time.

Prior to printing a Final Verification Report for the Superintendent's signature, you should go to the "Completed Data Entry" screen and verify that you have entered data for 1st semester, 2nd semester, summer school and centers if applicable.

Thank you.

- After the data has been verified and corrected, the link **Completed Data Entry** may be clicked and a form will appear with questions that must be answered before the verification report with the signature page will be generated.

[Completed Data Entry](#)

[Verification Report](#)

[Submit Data](#)

[Status Tracking](#)

[Logout](#)

Editing Submitted Data

At the division level, a verification report may be generated at any time by going to the link **Verification Report**. This report will appear without a

signature page. It may be generated after each submission (i.e. every nine weeks) to check for errors. Any modifications must be made in the division's data collection system. When resubmitting the data, the new file will overwrite the previous file.

Final submission of Data

Final submission of data will involve an entire year of data and based on the start date that is given by your division in the web School and Staff Application. The data includes the entire school year, all summer school, and all Regional Center data. When all data has been completed, the steward of the data will go to the link **Completed Data Entry** and complete the questions. If all information is complete and the questions are answered with yes or NA appropriately, the document is saved by clicking the **Save** button. This will notify the division that a final verification report with the signature page will be generated and the window will be locked.

Completed Data Entry

Please answer the following questions to complete your data entry through the DCV web application. You will be able to sign off the verification report only if none of the answers below is a "No".

1. Have you entered Data for first semester? Yes ☐ No ☒
2. Have you entered Data for second semester? Yes ☐ No ☒
3. Have you entered Summer School Data? Yes ☐ No ☒ NA ☐
4. Have you entered Data for regional and divisional centers? Yes ☐ No ☒ NA ☐

[Back](#) [Save](#)